



Protecting Values at Risk

City of FLAGSTAFF FIRE DEPARTMENT

211 W Aspen Avenue
Flagstaff AZ 86001

Phone 928-779-7685
Fax 928-779-7668

December 26, 2008

Dear Owner or Occupant,

The recent winter storms have put an extra hazardous weight load on buildings with flat roofs in the city of Flagstaff. These storms have deposited snow and ice in historic proportions; the second greatest snowfall at Christmas time in Flagstaff's history.

In order to help protect life and property from roof collapse, the Flagstaff Fire Dept. is issuing a mandatory requirement that buildings be made safe for human occupancy (International Fire Code chapter 110.1.1). When City Officials determine the building is unsafe for occupancy, the building will be evacuated immediately (International Fire Code chapter 110.2). Buildings shall immediately be made safe by clearing snow and ice from rooftops and roof drains (International Fire Code 110.4).

Buildings and carport canopies with flat roofs; especially commercial buildings and mobile homes, are in danger of collapse until their roof weight loads are reduced.

When clearing snow, first assess the safety of the roof. Look for obvious signs of sagging, cracking, leaking, or other structural deformities. Once it is safe to get onto the roof, work first along the edges to clear the snow. Once the edges are cleared, work inward from there. Try to clear drains so that ice does not accumulate on roofs.

If your building is deemed unsafe and tagged as "no occupancy", you must have approval from a City Official before occupancy is allowed.



Protecting Values At Risk

FLAGSTAFF FIRE DEPARTMENT

211 W Aspen Avenue
Flagstaff AZ 86001

Phone 928-779-7688
Fax 928-779-7668

Flagstaff Fire Department Operational Guidelines for Snow Covered Roofs

1. Concentrate on flat roofs. Wooden, long span roofs will present the greatest risk, however light-weight newer roofs can collapse as well (Quiznos).
2. Make a visual assessment of the roof. Look for obvious signs of sagging, cracking, leaking, or any other structural deformities. If these danger signs are present, evacuate the building and red-tag it as “no occupancy”.
3. If a collapse occurs in a common-building arrangement (strip mall), red-tag the remaining buildings as “no occupancy”.
4. Hand out the Fire Prevention flyer to buildings in the neighborhood of collapses or any other areas assigned for public education efforts.
5. Instruct building owners and occupants on safe practices for snow removal:
 - Do a visual assessment. If danger signs are present, do not access the roof.
 - Work around the edges of the roof first to remove snow. Once the edges are done, then proceed inward.
 - If at any time, noise is heard or sagging occurs, leave the roof and call 911.